

Technical Assistance Guide for Commonwealth School Improvement Fund 2004 - 2005

Overview

Pursuant to KRS 158.805, the Commonwealth School Improvement Fund (CSIF) was created to assist local schools in pursuing new and innovative strategies to meet the educational needs of the school's students and raise the school's performance level.

Purpose

During the 2004 – 2005 cycle, the funds are to be used:

- For schools identified as “in need of assistance” (those levels being Level of Assistance 1, 2, or 3) meaning the school's growth accountability index falls below its assistance point
- To support teachers and administrators in the development of sound and innovative approaches to improve instruction or management
- To assist in replicating successful programs developed in other districts including those calculated to reduce achievement gaps as defined in KRS 158.649
- To encourage cooperative instructional or management approaches to specific school education problems
- To encourage teachers and administrators to conduct experimental programs to test concepts and applications being advanced as solutions to specific educational problems
- For addressing the recommendations of Scholastic Audits/Reviews

CSIF Grant Awards

- To be eligible for CSIF, school must be classified as Level 1, Level 2, or Level 3.
- The significant differences in reading and math were used to compute the base allocation. The formula provides a base amount to each of the schools falling below the assistance line based on the severity of each school's gap in reading and math.
- That severity was determined through an analysis of each school's accountability scores and of Kentucky's Performance Reports.
- It is the level of the gap and the average daily attendance rate of \$25.00 per child that is used in calculating the total allocation proposed for 2004-2005.

CSIF Grant Award Process

- The intent of the CSIF award is to supplement the funding for school improvement initiatives. These could include initiatives and strategies already addressed by the SBDM council through analysis of CATS data, activities that are identified as a result of the scholastic audit/review report, or strategies identified in the normal course of SBDM discussions.

- The initiatives, activities and strategies will be added as modifications to the school's Comprehensive School Improvement Plan (CSIP).
- No funds awarded may be used to supplant (replace) funds from any other source.
- Requests for necessary equipment may be approved, however the cost of equipment shall not exceed twenty percent (20%) of the total amount of money awarded and shall be matched by local funds on a dollar for dollar basis.
- The amended school improvement plan and final budget must be sent to Pat Downey in the Office of Leadership and School Improvement at pdowney@kde.state.ky.us. (See the attached sample CSIP Amendment Form for CSIF available by email)
- Principals of each school receiving CSIF will participate in a pre and post test with the *Principal Self-Assessment for Standards and Indicators for School Improvement* located at www.education.ky.gov . Type **principal self-assessment** in the Search Box, scroll down to **2. School Improvement** and select the **Principal Self-Assessment**. The assessment will appear on the screen. Follow the directions and print the resulting graphs. The graphs will be printed with the current date on them and will serve as baseline information prior to the 12 hours of professional development activities mandated by 703 KAR 5:120. Save the Excel file and email it as an attachment to Pat Downey (pdowney@kde.state.ky.us) The principals will self-assess again at the end of the year and make a progress determination. This information will be used as a part of the evaluation of the success of the initiatives supported by CSIF.

Timeline for CSIF Grant Awards

- Funds are to be expended or encumbered by June 30, 2005.
- An expenditure report must be submitted to the Office of Leadership and School Improvement by April 25, 2005, to reflect expenditure activity from the effective date through March 31, 2005.
- A final expenditure report must be submitted no later than July 10, 2005, for the period ending June 30, 2005.
- For second year funding, disbursement will be addressed at a later date .

Enclosures

- Award Letter
- Award Notification Form
- School and District Budget Forms
- Principal and SBDM Assurances
- Technical Assistance Guide
- Sample CSIP Amendment Form

Related Sites

<http://www.lrc.state.ky.us/kar/703/005/120.htm>
<http://www.lrc.state.ky.us/KAR/703/005/020.htm>
<http://www.lrc.state.ky.us/KRS/158-00/649.PDF>